KEVIN CONKLIN

1400 Spencer Dr

Croydon, Pennsylvania 19021

267-968-3329

[tud46599@temple.edu](mailto:tud46599@temple.edu)

PROFESSIONAL EXPERIENCE

SESAME PLACE - LANGHORNE, PENNSYLVANIA

*Supervisor, July 2013 – Present*

* Overseeing daily operations of the restaurant, including delegation of tasks to assistant supervisors & employees
* Maintaining inventory by placing daily orders and monitoring stock levels
* Ensuring safe work practices are followed, such as making sure all food is cooked according to SOP’s
* Ensuring temperature checks are completed for cooked food as well as all freezers and coolers in the building
* Ensuring guest satisfaction by listening and responding to their needs in a timely manner
* Tracking daily performance appraisals of employees and assistant supervisors
* Completion of all required daily paperwork
* Regulation of child labor laws
* Development of supervisors and team members
* Ensure proper cash handling procedures are being followed

*Assistant Supervisor, January 2011 - July 2013*

* Assist the supervisor by overseeing the daily operations of a particular area of the restaurant
* Delegation of tasks to employees in each specific area
* Ensure employees follow company policy
* Development of employees
* Ensure food is being prepared safely and up to standards
* Ensure safe work practices are followed
* Ensure guest satisfaction by listening and responding to their needs in a timely manner
* Ensure all child labor laws are followed

*Culinary Host July 2010 - January 2011*

* Provide exemplary service and ensure Culinary Standards of Service are met
* Perform general food prep work, including preparing produce, desserts, entrees, snacks, and basic menu items
* Follow SEA menu guidelines to specifications and serving procedures
* Ensure correct portions of food and beverage are serviced at correct temperatures with proper plate presentation
* Maintain food quality and sanitation standards to prevent cross- contamination
* Perform general housekeeping tasks, including wiping down tables and chairs, sweeping, mopping, washing dishes and other duties as assigned in both the guest dining areas, kitchen and back areas
* Consistently demonstrate courteous and professional behavior in all work aspects with team members and guests
* Maintain a professional appearance that meets grooming and food safety standards
* Accurately process monetary transactions following proper cash handling procedures, as defined by the cash handling policies
* Produce and serve both hot and cold food items for guests in a timely and courteous manner while maintaining food quality and sanitation standards

  EDUCATION

BUCKS COUNTY TECHNICAL HIGH SCHOOL

BUCKS COUNTY COMMUNITY COLLEGE PENNSYLVANIA

TEMPLE UNIVERSITY

*Bachelors / Economics Candidate, Jan 2016*

ADDITIONAL SKILLS

* ServSafe Certified
* Computer Literate
* Pennsylvania Skills Certificate for Carpentry
* Advanced Customer Service skills
* Experienced leader & skilled communicator
* Proficient, level-headed decision maker
* Skilled at prioritizing